

## MEETING NOTICE

**TO:** Budget, Finance & Investment Committee

**FROM:** Joyce Ealy, Chairman

**TIME:** Thursday, April 10, 2014 – 5:30 P.M.

**PLACE:** Courthouse, Room 205

### AGENDA

1. Approve Minutes
2. Investment Report
3. Fund Condition Report
4. General Fund Budget Amendments:
  - A. Property Assessor
    - a. Budget Amendment
    - b. Resolution Authorizing a Continuous Four Year Reappraisal Cycle and Approval of the Memorandum of Understanding with the Tennessee Division of Property Assessments
  - B. OIT
  - C. General Sessions
  - D. PAWS (3)
  - E. Correctional Work Center
  - F. Sheriff's Department
    - a. Budget Amendments (4)
    - b. Approval of Surplus and Confiscated Vehicle Auction
  - G. Juvenile Detention
  - H. Finance (3)
5. Ambulance Service Fund Budget Amendments (5)
6. Highway Fund Budget Amendment
7. Initial Resolution Authorizing Bond Issue
8. Resolution Authorizing Issuance of General Obligation Bonds
9. Approval of State of Tennessee Grant Contract for Youth Services/Juvenile Court
10. Risk Management
  - A. Risk Management Financial Report
  - B. Request to Remove the Co-Pay at Med Point Clinics
  - C. EAP Provider Renewal
  - D. Recommendation of Future Wellness Proposal and Associated Fees
  - E. Request to Change Vision Coverage
  - F. Recommendation of Dental Rates
  - G. Recommendation of 2015 Premium Proposal
  - H. Recommendation of Rate Structure for Post 65 Retiree's Non-Grandfathered Medical Only
11. Resolution to Request Unclaimed Balance of Accounts Remitted to State Treasury Under Unclaimed Property Act
12. Other Business

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**To also include items that may be forwarded by Public Works Committee or any other committee after agenda is mailed.**

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cc: Commissioners  
Ernest Burgess  
Jim Cope  
Teb Batey  
Jeff Davidson  
News Media

In Accordance with ADA (AMERICANS WITH DISABILITIES ACT), any disabled persons requiring accommodations for participation in the meeting should contact the Finance Department (898-7795) at least two working days prior to the meeting in order that appropriate accommodations can be made.

**EXPLANATION OF AGENDA ITEMS**

- 1. The minutes of the March 6, 2014 Budget Committee meeting will be presented for approval.
- 2. Mr. Teb Batey, Trustee, will present the monthly Investment Report.
- 3. Mrs. Lisa Nolen, Finance Director, will present the Fund Condition Report for the month ending March 31, 2014.
- 4. **General Fund Budget Amendments:**
  - A. The Property Assessor will be requesting approval of a budget transfer to fund the GSA contracted services to assist with personal property audits:

<b>Assessor</b>		
Increase Expend.:	101-52310-399 – Other Contract Serv.	\$22,000
<b>Reappraisal</b>		
Decrease Expend.:	101-52300-355 – Travel	\$22,000

The Property Assessor will also present a resolution authorizing a continuous four year reappraisal cycle and will request approval of the memorandum of understanding with the Tennessee Division of Property Assessments related to the reappraisal.

- B. The OIT Director will be requesting approval of a budget amendment to move a Admin Support II position from the Mayor’s budget to the OIT budget and reclassify it to a System Admin position. Also, the amendment will reclassify a Security Officer position to a System Admin position:

<b>OIT</b>		
Increase Expend.:	101-52600-121 – Data Process. Pers.	\$14,000
	101-52600-201 – Social Security	\$870
	101-52600-204 – Retirement	\$1,780
	101-52600-205 – Emp. & Dep. Ins	\$5,000
	101-52600-209 – Disability Insurance	\$26
	101-52600-212 – Employer Medicare	\$230
<b>Mayor</b>		
Decrease Expend.:	101-51300-161 – Secretary	\$14,000
	101-51300-201 – Social Security	\$870
	101-51300-204 – Retirement	\$1,780
	101-51300-205 – Emp. & Dep. Ins	\$5,000
	101-51300-209 – Disability Insurance	\$26
	101-51300-212 – Employer Medicare	\$203

- C. General Sessions will be requesting approval of a budget transfer to fund the purchase of a copier for the judicial commissioner’s office:
- |                   |                                  |         |
|-------------------|----------------------------------|---------|
| Increase Expend.: | 101-53300-719 – Office Equipment | \$6,200 |
| Decrease Expend.: | 101-53300-322 – Eval. & Testing  | \$3,200 |
|                   | 101-53300-355 – Travel           | \$3,000 |

- D. The PAWS Director will be requesting approval of two budget amendments and a transfer:

To pay for part-time and overtime expenses for the remainder of the current fiscal year:

Increase Expend.:	101-55120-169 – Part-time Pers.	\$10,000
	101-55120-187 – Overtime Pay	\$7,000
Decrease Expend.:	101-55120-164 – Attendants	\$17,000

To recognize donations and expense for purchase of camera and lights for photography of adoptable animals:

Increase Revenue:	101-44570 – Contrib. & Gifts	\$1,000
Increase Expend.:	101-55120-499 – Other Supp. & Mat.	\$1,000

To recognize donation and contributions from animal abuse training:

Increase Revenue:	101-48130	– Contrib. & Gifts	\$885
	101-48610	– Donations	\$2,500
Increase Expend.:	101-55120-413	– Drugs & Med. Supp.	\$2,885
	101-55120-435	– Office Supplies	\$500

- E. The Correctional Work Center Director will be requesting approval of a budget transfer to fund the purchase of mattresses for prisoners:

Increase Expend.:	101-54220-441	– Prisoners Clothing	\$7,000
Decrease Expend.:	101-54220-399	– Other Contract Serv.	\$7,000

- F. The Sheriff's Department will be requesting approval of various budget amendments and a transfer:

To transfer funds for food preparation supplies:

Increase Expend.:	101-54210-421	– Food Prep. Supplies	\$14,000
Decrease Expend.:	101-54210-717	– Maint. Equipment	\$12,000
	101-54210-790	– Other Equipment	\$2,000

To recognize revenue from insurance recovery for wrecked vehicle:

Increase Revenue:	101-49700	– Ins. Recovery	\$10,257
Increase Expend.:	101-54110-718	– Motor Vehicles	\$10,257

To transfer funds from the Drug Fund to the General Fund for overtime for the narcotic positions due to increased case load:

**Drug Fund**

Increase Revenue:	122-44530	– Sale of Equip.	\$12,000
Decrease	122-34525	– Restr. For Pub. Saf.	\$28,000
Increase Expend.:	122-99100-590	– Trans. To Oth. Fund	\$40,000

**General Fund**

Increase Revenue:	101-49800	– Operating Trans.	\$40,000
Increase Expend.:	101-54110-187	– Overtime Pay	\$33,230
	101-54110-201	– Social Security	\$2,065
	101-54110-204	– State Retirement	\$4,220
	101-54110-212	– Emp. Medicare	\$485

To transfer funds for prisoner transport:

Increase Expend.:	101-54210-354	– Trans. Other Than Students	\$12,000
Decrease Expend.:	101-54110-338	– M & R-Vehicles	\$12,000

The Sheriff's Department will also be requesting authorization for a surplus and confiscated vehicle auction on April 12, 2014.

- G. The Juvenile Detention Director will be requesting approval of a budget transfer to fund the accrued leave of an employee who has left full time employment and to fund the replacement employee:

Increase Expend.:	101-54240-115	– Sergeants	\$5,200
Decrease Expend.:	101-54240-110	– Lieutenant	\$3,000
	101-54240-160	– Guards	\$2,200

- H. The Finance Director will be requesting approval of various budget transfers and an amendment:

To provide sufficient funds for the remainder of the year for utilities for traffic lights that are the County's responsibility:

Increase Expend.:	101-54130-452	– Utilities	\$2,500
Decrease Expend.:	101-54130-336	– M & R-Equipment	\$2,500

To transfer funds for the purchase of computers for inventory control:

Increase Expend.:	101-52100-709 – Data Proc. Equip.	\$4,100
Decrease Expend.:	101-52100-334 – Maint. Agreement	\$400
	101-52100-336 – M & R-Equipment	\$200
	101-52100-355 – Travel	\$3,000
	101-52100-435 – Office Supplies	\$500

To amend the expected funds from the Airport Authority due to the change in terms of the existing loan agreement:

Decrease Rev.:	119-44110	– Int. Earned	\$7,945
Decrease	119-34745	– Assign. For Oth. Op.	\$7,945

5. **Ambulance Service Fund Budget Amendments:**

The Ambulance Service will be requesting approval of the following budget amendment to recognize funds received from Stonecrest Medical Center in December to fund the paramedic scholarship program:

Increase Revenue:	118-44570	– Contr. & Gifts	\$4,000
Increase Expend.:	118-55130-524	– In-Service/Staff Development	\$4,000

The Ambulance Service will be requesting approval of the following budget transfers:

To transfer funds for salaries and overtime:

Increase Expend.:	118-55130-105 – Supervisor/Dir.	\$12,000
	118-55130-169 – Part-time Pers.	\$80,000
	118-55130-187 – Overtime Pay	\$12,000
Decrease Expend.:	118-55130-133 – Paraprofessionals	\$104,000

To transfer funds for salaries:

Increase Expend.:	118-55130-119 – Accts./Bookkeepers	\$3,800
Decrease Expend.:	118-55130-148 – Dispatchers	\$3,800

To transfer funds for utilities:

Increase Expend.:	118-55130-452 – Utilities	\$9,000
Decrease Expend.:	118-55130-451 – Uniforms	\$9,000

To transfer funds to purchase radios for all ambulance stations:

Increase Expend.:	118-55130-708 – Comm. Equip.	\$12,000
Decrease Expend.:	118-55130-312 – Cont. w/Priv. Ag.	\$12,000

6. **Highway Fund Budget Amendment:**

The Highway Department will be requesting approval of the following budget transfer for natural gas:

Increase Expend.:	131-61000-434 – Natural Gas	\$10,000
Decrease Expend.:	131-62000-409 – Crushed Stone	\$10,000

7. An Initial Resolution will be presented for approval for the issuance of General Obligation Bonds.

8. A Bond Resolution will be presented authorizing the issuance of General Obligation Bonds.

9. The Youth Services Director will present a grant contract with the Tennessee Department of Children's Services for funding of the Day Treatment-Academic Behavioral Remediation program, commonly known as Teen Learning for fiscal year 2014-2015 in the amount of \$417,696, with no match required.

10. **Risk Management:**

A. Ms. Melissa Stinson, Risk Management Director, will present the monthly Risk Management Financial Report for the use and information of the committee.

The Insurance Committee has proposed the following recommendations to the Budget Committee:

- B. Request to remove the co-pay at Med Point Clinics for non-preventative services as of 7/1/14.
  - C. Recommend to renew with the current EAP provider, Life Services, as of 6/1/14.
  - D. Recommend adopting the Future Wellness proposal and associated fees, as presented.
  - E. Recommend the vision coverage be a 100% employee paid, stand-alone benefit in 2015.
  - F. Recommend adopting the dental rates for 2015, as presented.
  - G. Recommend adopting the 2015 premium proposal. Blended rates proposed for active employees and U65 retirees; with contribution rate for actives lowered 1%.
  - H. Recommend adopting rate structure as presented for Post 65 retiree's non-grandfathered medical only.
- 11. The Finance Director will request approval of a Resolution requesting the unclaimed balance of accounts remitted to the Tennessee State Treasurer under the Unclaimed Property Act.
  - 12. Other Business